

TOWN OF FRAMINGHAM

HUMAN RESOURCES DEPARTMENT
MEMORIAL BUILDING
150 CONCORD STREET
FRAMINGHAM, MA 01702

Application for Employment

The Town of Framingham is an Equal Opportunity/Affirmative Action Employer.

Race, color, religion, age, sex, disability, marital or veteran status, national origin, or any other status/category protected by law are not factors in employment, promotions, compensation or working conditions.

(PLEASE PRINT)

Date of Application: _____

Position(s) Applied For: _____

Name: _____

Address: _____

Telephone: __ (____) _____ Best Time to Call: _____

Are you under 18 years of age? ☐ YES ☐ NO If yes, state your age _____

Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status?

☐ YES ☐ NO (*Proof of citizenship/immigration status will be required upon employment*)

Have you filed an application with the Town of Framingham before?

☐ YES ☐ NO If yes, please give date: _____

Have you ever been employed with the Town of Framingham before?

☐ YES ☐ NO If yes, please give date: _____

Are you employed now?

☐ YES ☐ NO May we contact your present employer? ☐ YES ☐ NO

On what date would you be available for work? _____

Are you available to work: ☐ Full Time? ☐ Part Time? ☐ Temporary?

Some positions require a valid Massachusetts Driver's License. If you wish to be considered for such a job, please respond:

Do you have a valid Mass. driver's license? ☐ YES ☐ NO

If yes, what class? ☐ A ☐ B ☐ C ☐ D ☐ M

EDUCATION

*In order to ensure proper evaluation of your application, **all** questions must be answered clearly, completely, and accurately. **If you need more space, please attach a separate sheet.** You may attach a copy of your resume, if one is available, but not as a substitute for responding to all questions hereon.*

	Elementary	High	College/University	Graduate/Professional
School Name:				
Years Completed/Degree:				
Diploma/Degree:				
Describe course of study:				
Describe specialized training, apprenticeship, and extra-curricular activities:				

Honors Received: _____

SPECIALIZED SKILLS AND QUALIFICATIONS

* Please list languages you speak, read, and/or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

*Please indicate training courses/seminars related to the position for which you are applying:

*Please list any current certification(s), license(s), which you have acquired, and are a requirement for the position for which you are applying:

*Please summarize any additional skills you feel may be helpful to us in considering your application:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and verified work performed on a volunteer basis. You may exclude organization names which indicate race, color, religion, sex, gender, national origin, disability or any other protected status.

Employer:				Employer:				Employer:			
Address:				Address:				Address:			
Supervisor:				Supervisor:				Supervisor:			
Telephone: ()				Telephone: ()				Telephone: ()			
Status: <input type="checkbox"/> F.T. <input type="checkbox"/> P.T.				Status: <input type="checkbox"/> F.T. <input type="checkbox"/> P.T.				Status: <input type="checkbox"/> F.T. <input type="checkbox"/> P.T.			
Job Title:				Job Title:				Job Title:			
Dates Employed		Hourly Rate/Salary		Dates Employed		Hourly Rate/Salary		Dates Employed		Hourly Rate/Salary	
From	To	Start	Final	From	To	Start	Final	From	To	Start	Final
Work Performed				Work Performed				Work Performed			
Reason For Leaving				Reason For Leaving				Reason For Leaving			

* List any professional, trade, business or civic activities/offices held.
(You may exclude memberships which would reveal sex, race, religion, national origin, age, or any other protected status)

* Have you ever been terminated or asked to resign from a job? ☐ YES ☐ NO
If yes, please explain: _____

* What was your attendance record at your prior place of employment? _____

* State any additional information you feel may be helpful to us in considering your employment? _____

REFERENCES

Please provide the names of three persons not related to you, and who are current or previous employers. All persons you name as reference may be asked to appraise your character, ability, experience, personality, and other qualities.

	First Reference	Second Reference	Third Reference
Name			
Address			
Phone			
E-mail			

* **IMPORTANT:** You may omit any information or answer “no record” to the following two questions only for the following types of convictions: (1) A first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or any conviction where there is a sealed record on file with the commissioner of probation; (2) A case of delinquency or child in need of services complaint which did not result in a complaint transferred to the superior court for criminal prosecution. A conviction record would not necessarily be a bar to employment for all positions. Factors such as age and time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Have you been convicted of a felony? ☐ YES ☐ NO

Have you been convicted of a misdemeanor within the last 5 years?

☐ YES ☐ NO If yes, please explain: _____

APPLICANT STATEMENT

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH.

IF THERE ARE ANY QUESTIONS, PLEASE ASK A HUMAN RESOURCES REPRESENTATIVE FOR ASSISTANCE.

I hereby authorize the Town of Framingham, its agents and representatives to investigate my references, work records, education and other matters related to my suitability for employment. _____

I hereby release the Town of Framingham, its agents and representatives, my current and former employers, educators, the references I have provided, and all other persons or organizations disclosed by myself from any and all claims, demands or liabilities arising out of or in any way related to investigation or disclosure related to this employment application. _____

I understand and agree that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and the Town of Framingham. _____

I understand and agree that *if offered employment*, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States. _____

I understand and agree that *if offered employment*, the offer may be contingent on several factors, depending on the position I am offered. These may include my passing a pre-employment physical and drug test, the successful completion of medical and physical abilities tests, a CORI (Criminal Offender Record Information) inquiry, and I hereby authorize disclosures of such examinations/inquiries to the Town of Framingham. I further may be required to provide proof of certifications, records, and licensures as required to perform the duties of the position I am offered, or to attend and successfully complete academy training. _____

I understand and agree that all appointments are probationary (typically for 6 months) and that I must demonstrate my fitness for continued employment during the probationary period. I also understand and agree that I must be available from time to time for work outside normal business hours as the needs of the department require. _____

I understand and agree that *if I accept employment*, I will follow all personnel policies adopted by the Town of Framingham, including but not limited to its policies regarding Harassment/Sexual Harassment, its Drug & Alcohol Policy, and any other policy as established as a condition of employment for all town employees. I understand also that I am required to abide by all rules, regulations and policies of the Town of Framingham. _____

I hereby certify that the information and answers herein are true and complete to the best of my knowledge. I further affirm that any omission of fact, misstatement, false or misleading information given on this application, interview, or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. My signature below certifies that I have read and understand this statement and that I agree to the terms and conditions outlined in this document. _____

Signature of Applicant _____ Date _____



TOWN OF FRAMINGHAM

*Memorial Building
150 Concord Street
Framingham, Massachusetts 01702
(508) 620-4847*

FRHRD
G 172H

C.O.R.I. REQUEST FORM

The Town of Framingham has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant/employee for the position of _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

APPLICANT/EMPLOYEE SIGNATURE

*** APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT) ***

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH SOCIAL SECURITY NUMBER MOTHER'S MAIDEN NAME
(Requested but not required)

FORMER ADDRESSES: _____

SEX: _____ HEIGHT: _____ft. _____in. WEIGHT: _____ EYE COLOR: _____

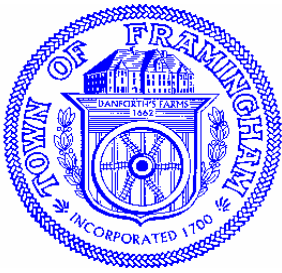
STATE DRIVER'S LICENSE NUMBER: _____

TO BE COMPLETED BY TOWN OF FRAMINGHAM AUTHORIZED EMPLOYEE

The above information was verified by reviewing the following form of government issued photographic identification: _____

REQUESTED BY: _____

SIGNATURE OF C.O.R.I. AUTHORIZED EMPLOYEE



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Applicant Data Record

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As employers/governmental contractors, we comply with government regulations, including affirmative action responsibilities where they apply.

Government agencies at times require periodic reports on the sex, ethnicity, disability, veteran, and other protected status of applicants. This data is for analysis and possible affirmative action only.

*SUBMISSION OF INFORMATION IS VOLUNTARY AND REFUSAL TO PROVIDE IT
WILL NOT HAVE ANY BEARING ON OUR EMPLOYMENT DECISION.*

(PLEASE PRINT)

Date of Application: _____

Position(s) Applied For: _____

Referral Source: ☐ Job Posting ☐ Advertisement ☐ Friend ☐ Relative
☐ Online/Website ☐ Other _____

Name: _____ Telephone: ____ (____) _____

Street: _____ City _____ State _____ Zip _____

* Check One:

☐ Male ☐ Female

* Check one of the following racial/ethnic groups:

☐ White ☐ Black/African American ☐ Hispanic ☐ American Indian/Alaskan Native
☐ Asian ☐ Native Hawaiian/Pacific Islander ☐ Cape Verdean ☐ Other _____

* Check if any of the following are applicable:

☐ Vietnam Era Veteran ☐ Disabled Veteran ☐ Disabled Individual